UTAH CTE SKILL CERTIFICATION DESKTOP PUBLISHING
BUSINESS EDUCATION   **TEST #248**

INDIVIDUAL PERFORMANCE SKILLS EVALUATION CHECKLIST (OPTIONAL)
May be used by student or teacher to record ongoing progress.

Student Name: _____   Period: _____

Performance rating: Mark X in Yes or No box
       Yes indicates competency at 80% or higher on applicable state core standards
       No indicates competency has not been met

PERFORMANCE SKILLS STANDARDS		
Standard 01 – Publication	**Yes**	**No**
Create a letterhead for personal, business, school, or organization containing a logo.		
Contrast *White space* *Balance* *Proportion*		
Standard 02 – Flyer	**Yes**	**No**
Create a single sheet flyer.		
Simplicity *Contrast* *Consistency* *Directional Flow* *White Space* *Balance* *Proportion*		
Standard 03 – Business Card	**Yes**	**No**
Create a business card with a logo.		
Simplicity *Contrast* *White Space* *Balance* *Proportion* *Shading and Borders*		

Standard 04 – Tables	Yes	No
Create a form using tables.		
Contrast *Proportion*		

Standard 05 – Newsletter	Yes	No
Create a two-page, multi-column newsletter.		
Simplicity *Contrast* *Consistency* *Directional Flow* *White Space* *Balance* *Proportion* *Unity*		

Standard 06 – Brochure	Yes	No
Create a multi-fold brochure.		
Simplicity *Contrast* *Consistency* *Directional Flow* *White Space* *Balance* *Proportion* *Unity*		